



Updating your account information in CIITS


How to update your default role and default institution

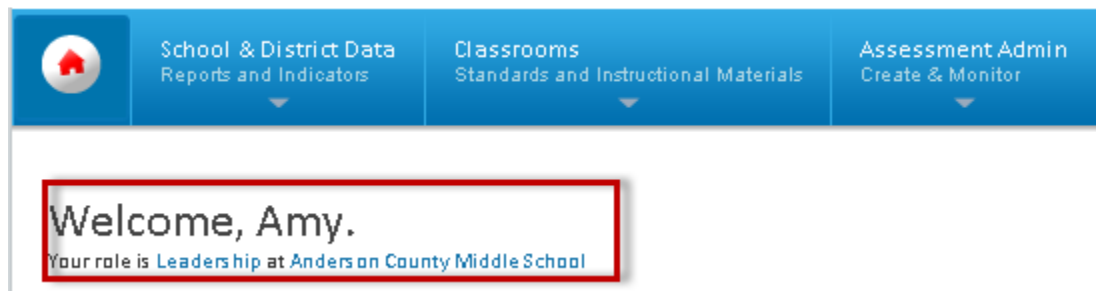
Step 1: Select “My Account” from your CIITS homepage



Step 2: From the Roles and Operations Tab you will be able to view your account permissions. If you are a user who is permissioned at multiple schools, you will have the option to update your “default” institution for when you log into CIITS. If you need to switch between schools, you can easily do so from this area.



Step 3: To verify that your role and/or institution has been updated, click the  button. Your role and institution will be clearly indicated under your name.



How to update your Password

Step 1: Select “My Account” from your CIITS homepage



Step 2: Select the “Change Password” Tab. Passwords must consist of 6-50 characters with at least one number and one letter.

- *This password will be used for accessing CIITS only.*

My Settings: Change Password

The screenshot shows the 'Change Password' tab selected in the 'My Settings' section. The tab is highlighted with a red box. Below the tabs, there is a 'Password Settings' section. It contains a 'Username' field with the value 'teacher39'. Below that are two empty input fields for 'New Password' and 'Confirm Password', both highlighted with red boxes. A note below the 'New Password' field states: 'Passwords must consist of 6-50 characters with at least one number and one letter.' At the bottom of the section is a 'Change Password' button.

Currently, there are 54 Districts participating in the PGES Field Test. If you are not participating in the PGES Field Test, it is recommended that you do not make any updates to the other tabs available within “My Account”.

Information contained within the Personal Information tab and Email and Notifications tab must be changed using Infinite Campus.